TRAVEL AND TRANSPORTATION

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Outline

- Ethical Principles
- Use of Government Air
- Spouse Travel
- Contractor Travel
- Commercial Air
- Bus and Group Transportation
- Motor Vehicle Use
- Miscellaneous Travel Issues

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Ethical Principles

- May not use public office for private gain
- Employees shall protect and conserve Federal property and shall use it only for authorized purposes
- Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards

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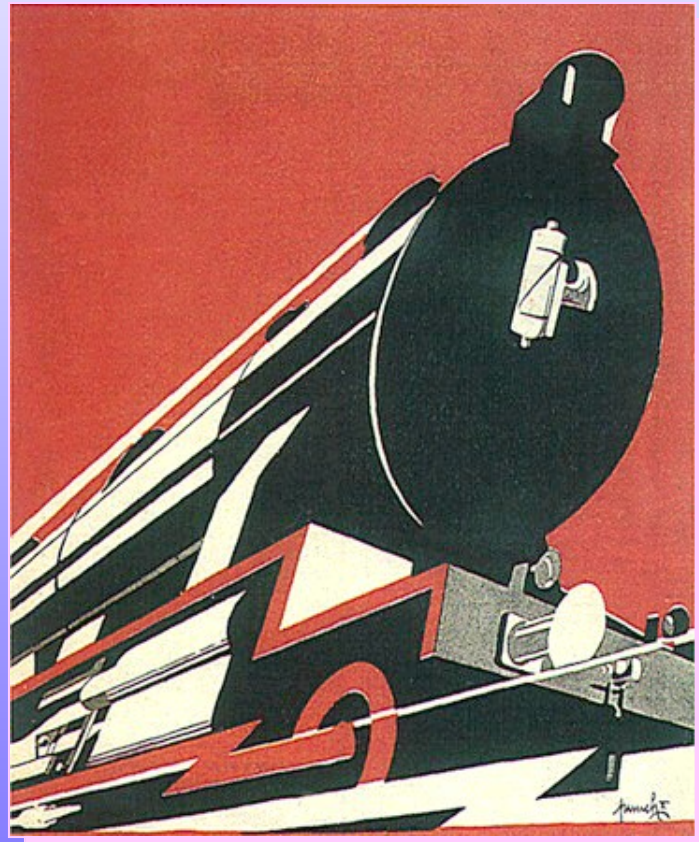
Travel Applications



- Carrier Use -Official Only
- Only for Persons Who Benefit Gov’t
- Most Cost-Effective
- Apply Rules Uniformly
- Use Commercial Means

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Use of Government Air

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Purpose of Travel

- Required Use
- Other Official
- Unofficial Use

Government Air

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Required Use

- Security Requirements
- Secure Communications
- Responsive Transportation to satisfy short-notice travel

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Government Air

Other_Official

1. Mission
2. Other than Required Use
3. Conduct of Agency Business

Is Commercial Air "Reasonably Available?"

- Within 24-Hr Period?
- Fulfills Mission Requirements

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Government Air

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Gov't Air Authorized

- Costs less than Com Air
- Clear & Present Danger
- Compelling Operational Concerns

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Government Air

Unofficial Travel

- Typical passengers – civilian
- Accompanied by official
- Reimburse at Coach Fare
- No larger aircraft required

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Government Air

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Confirm Application of Special Rules

Helicopters:

- Compare to Ground
- Special Mission Exceptions
- Tactical Rules

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Spouse Travel

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Spouse Travel

General Rule: Spouses or family members may not accompany sponsors on official travel

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Spouse Travel

Exceptions:

- **Official Travel**- funded
  - Independent Travel
  - Accompanied Spouse Travel
- **Unofficial** Travel - unfunded

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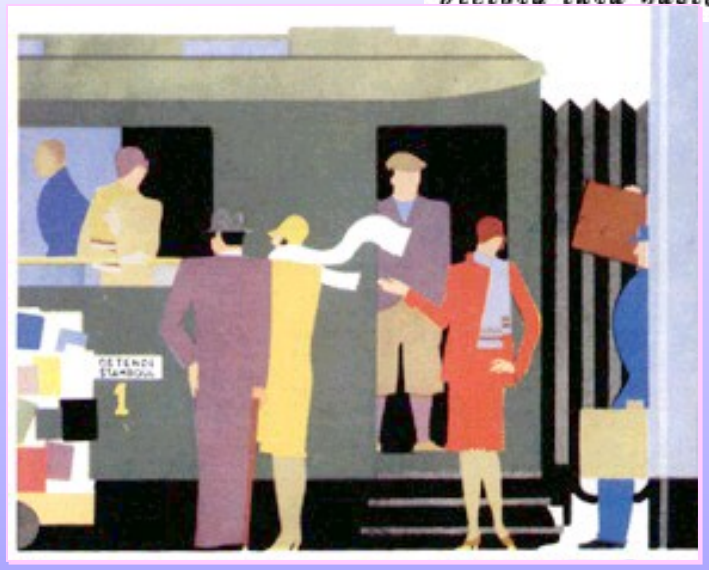
Spouse Travel



Exceptions:

- Independent Travel
  - Service-Endorsed Training Course
  - Subject-Matter Expert

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Spouse Travel

Exceptions:

- Accompanied Spouse Travel
  - Participation in Official Function
  - Diplomatic/Public Relations Benefit

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Spouse Travel

Exceptions:

- Unofficial Travel -unfunded
  - Aircraft Scheduled – Space Available
  - Reimbursed at Full Coach Fare

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Spouse Travel

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General Conditions

- Invitational Travel Orders
- No Per Diem
- Travel with sponsor

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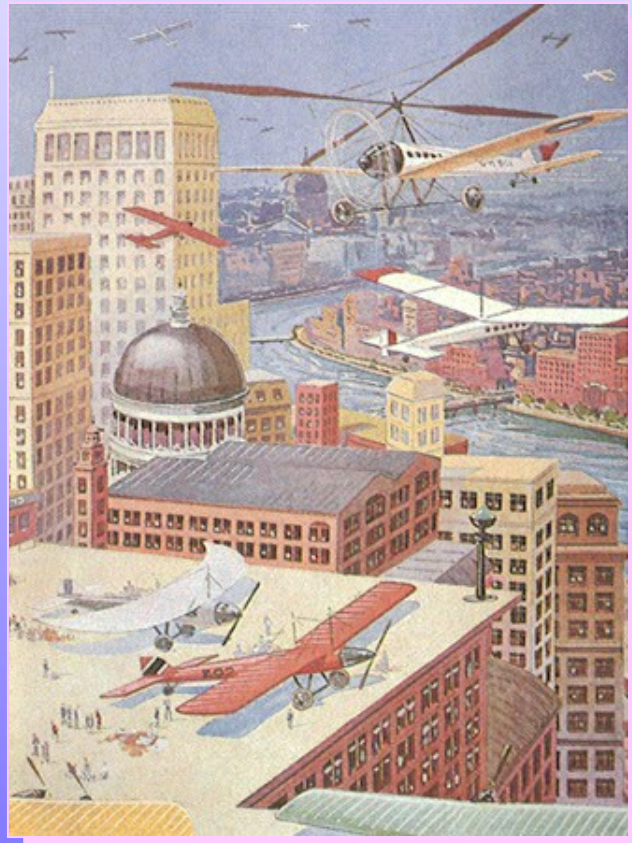
Spouse Travel



Approval Authorities

- DoD Policy
- Service Policy

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Contractor Travel at Government Expense

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Contractor Travel at Government Expense

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General Rules:

- Contractor travel = contractor expense
- Not government employees – no ITOs

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Contractor Travel at Government Expense

Exceptions

- Field Service Reps
- Reimbursable
- Secretary & Delegated Reps

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Commercial Air

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Commercial Air

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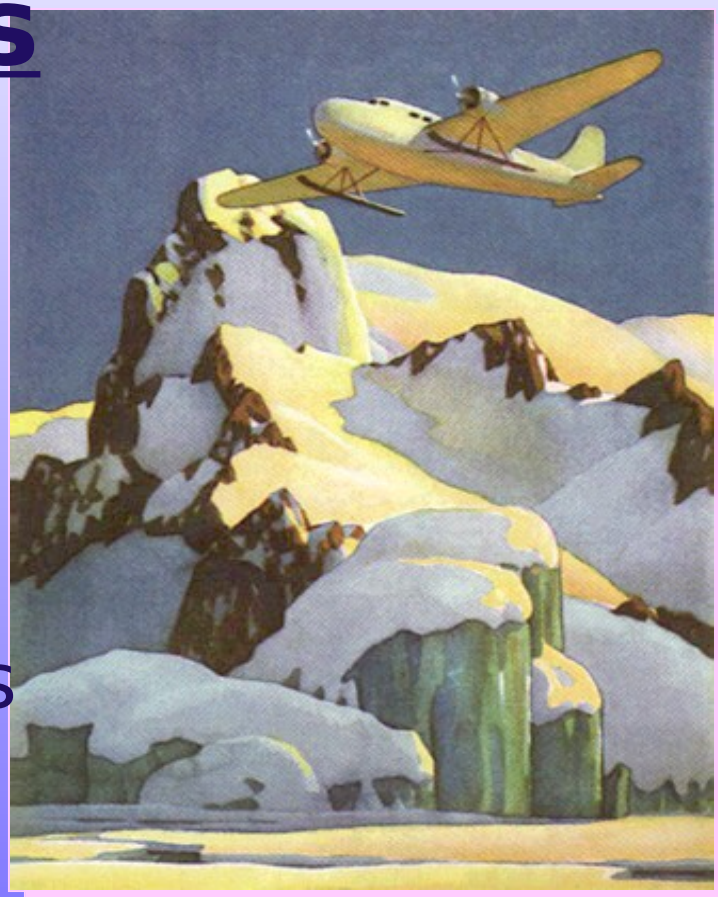
Accommodations

Gov't Policy: Fly Coach

- If 2 Classes – the higher one is "first class."
- Army & Air Force Policy: No premium class in uniform



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Commercial Air

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First-Class Travel

- Approval is Service Secretary
- Limited delegation
- Personal FFM OK

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Commercial Air

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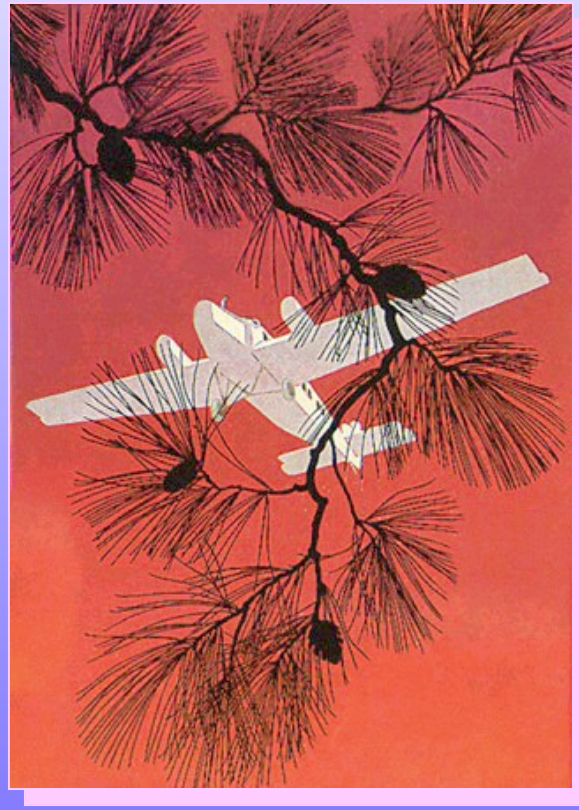
First-Class Approval

- Nothing but first-class
- Coach/Premium not reasonably available
- Medically required
- Exceptional security needs



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Commercial Air

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Premium Class Travel
Additional Justifications

- Foreign flag - sanitation
- Only premium provided
- More cost-effective
- FFM upgrade
- Lengthy flight

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Bus & Group Transportation

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Bus & Group Transportation

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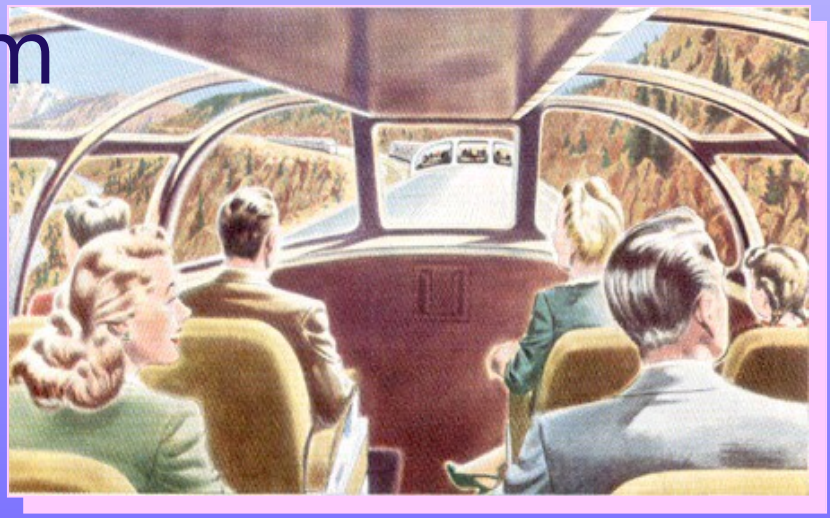
Generally:

- Group, shuttle, mass transit
- Fee-based system
- Fare exceptions



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Bus & Group Transportation

Group Transportation

- Most Common Overseas
- Other Transport Inadequate
- Essential to Get Troops to Work

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Bus & Group Transportation

Shuttle Bus Service

- BTW Work Areas
- Includes Contractors
- Space Available

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Bus & Group Transportation

Mass Transit

- Beyond Shuttle Bus
- Broad Ridership
- Try Commercial 1st

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Bus & Group Transportation

Other Bus Services

- MWR
- Emergency
- Reimbursable for NFEs

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Motor Vehicles

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Motor Vehicles

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General Rules

- Official Purposes Only
- Not provided based on:
  - Rank/Position
  - Convenience
  - Prestige

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Motor vehicles

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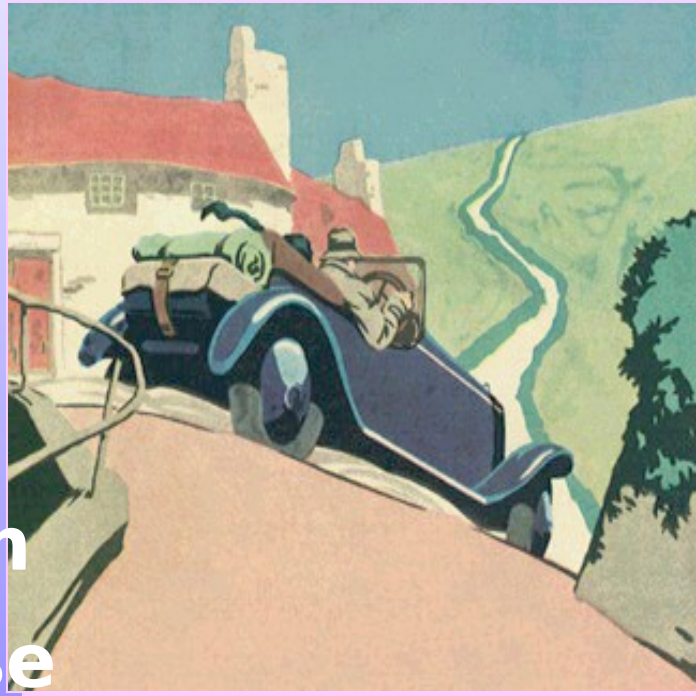
Official Use



- Use that Furthers the Mission
- Generally
  - Essential to the Mission
  - Consistent with Purpose of the Vehicle
- Close Calls? Strict Compliance

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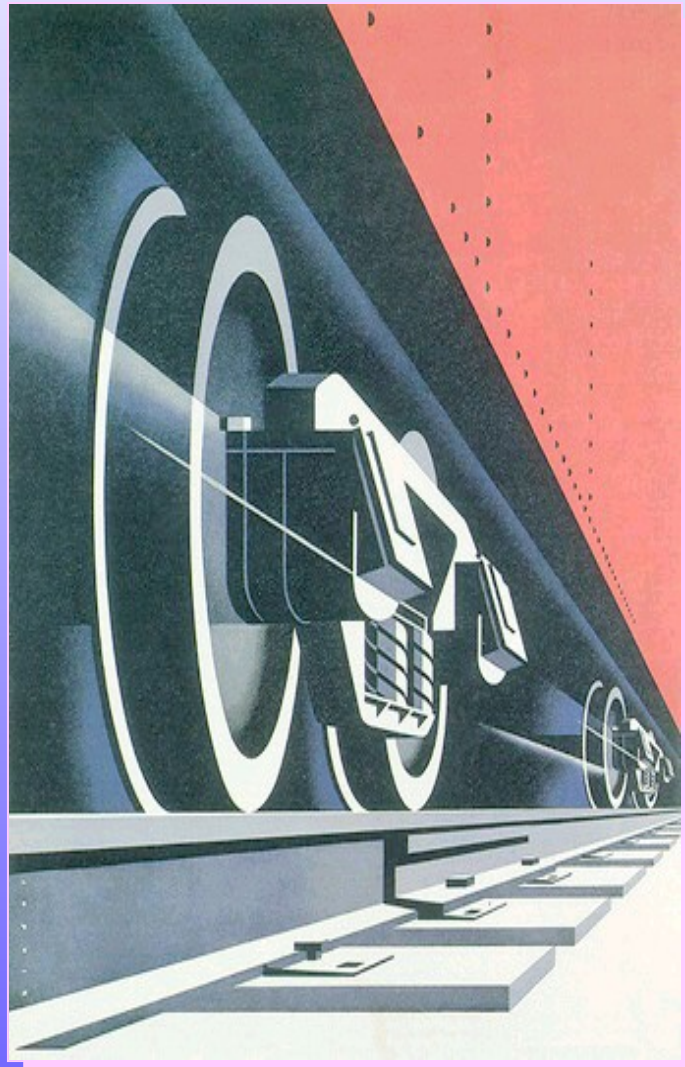
Motor Vehicles



Mode of Transport

- Scheduled DoD Bus
- Scheduled Public Transport
- DoD Motor Vehicle
- Personal Auto - reimbursable
- Taxi Service - reimbursable

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Motor vehicles

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TDY Use of Gov't Vehicle

- Official Use Only
- Adequate Mass Transport – no GOV
- Official Use Includes–
  - BTW Duty & Lodging
  - Health & Welfare

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Motor vehicles

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Home-to- Work

- General prohibition
- Secretarial Exceptions
  - Clear & Present Danger
  - Emergency
  - Compelling Operational
  - Special Overseas Authority

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Motor vehicles - NTV

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Gov't Vehicle Use

- General Rule – Official Participation
- Official Ceremonies
  - Participating/Representing- OK
  - Personal Attendance
- Official After-Hours Functions

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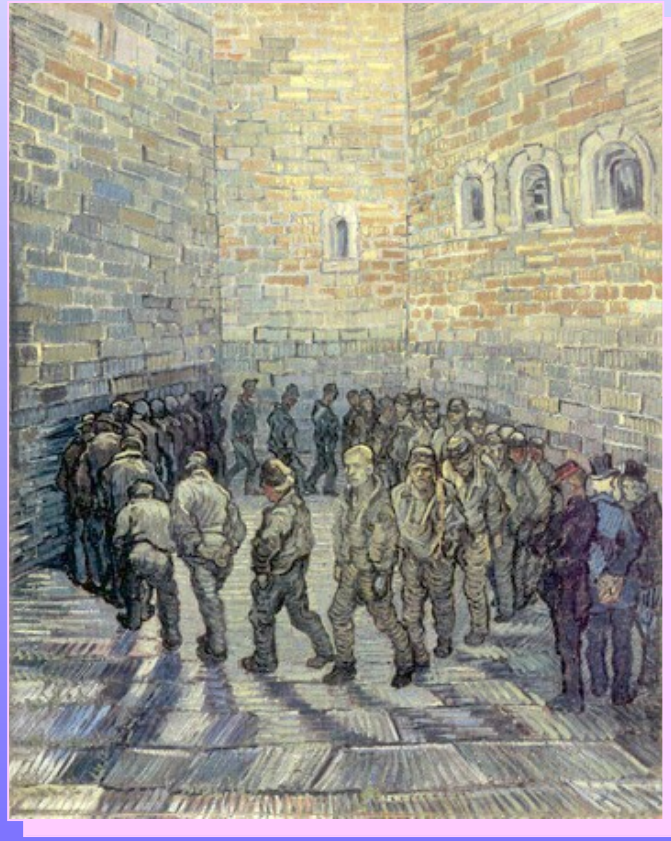
Penalties for Abuse

Misuse of Government Vehicles/Aircraft

- Statutes
- Penalties



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Miscellaneous Travel Issues

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Miscellaneous Issues

Public Affairs Travel

- In DoD's interest
- Commercial Air preferred

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The Big Picture

- Most Rules are based on Executive Branch or DoD-wide policy

- Rules are driven by policy and appearance concerns –

<u>not</u>

practicality

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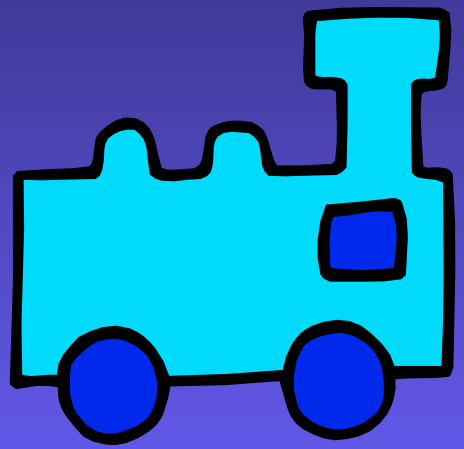
Questions



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